



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 5, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 6, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, January 20, 2017**. Applicants will not be accepted after that time and date.

If you have any questions, please contact Halie Zulauf at 217/782-5594.

TM VII Bureau Chief of Program, Project & Safety Outreach
Office of Communications
Bureau of Program, Project & Safety Outreach
Chicago
RUTAN EXEMPT POSITION

Attachments
41468

A cover letter, resume and Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, January 20, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

| | | | |
|-------------------------|---|------------------------|---|
| Classification: | Technical Manager VII – RUTAN EXEMPT POSITION | Salary: | \$7,020 - \$9,340 |
| Position Title: | Bureau Chief of Program, Project & Safety Outreach | Union Position: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Position Number: | PW417-23-35-200-000-01 | IPR#: | 41468 |

Office/Central Bureau/District/Work Address:

Office of Communications/Bureau of Program, Project & Safety Outreach/100 W Randolph, Chicago, IL

Description Of Duties:

This position serves as a primary staff adviser to the Director of the Office of Communications (OC) by assisting in the overall development, coordination and implementation of policies and directives.

Special Qualifications:

Required:

- Valid driver's license
- Occasional travel required

Desired:

- Knowledge, skill and mental development equivalent to a Master's Degree preferably with courses in business, journalism, media relations, public administration or the equivalent in training and experience
- Four years progressively responsible managerial experience in public or business administration, media relations or governmental operations
- Strong oral and written communication skills; exceptional presentation and public speaking ability
- Strong local community and government relationships
- Ability to establish and maintain strong relationships with external and internal stakeholders
- Strong internal personal skills, including ability to convey complex information in an understandable and interesting manner
- Project planning and organizational skills including the ability to organize events
- Familiarity with the Illinois transportation industry

Shift/Remarks:

8:30 am - 5:00 pm / Monday - Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

| | | | |
|---------------------|------------------------------|--------------------|--|
| DATE: | <i>May 6, 2016</i> | POSITION: | <i>Bureau Chief Program, Project and Safety Outreach</i> |
| APPROVED BY: | <u><i>Guy Tridgell</i></u> | OFFICE: | <i>Communications</i> |
| CODE: | <i>PW417-23-35-200-00-01</i> | REPORTS TO: | <i>Director</i> |

POSITION PURPOSE

This position serves as a primary staff adviser to the Director of the Office of Communications (OC) by assisting in the overall development, coordination and implementation of policies and directives.

DIMENSIONS

| | |
|--|---------|
| OC Staff | 4 |
| Multi-Million \$ Advertising Campaigns | 3+ |
| Stakeholder database contacts | 10,000+ |

NATURE AND SCOPE

This position reports to the Director of Communications. Reporting to this position are the Communications Outreach Liaison, Special Assistant to the Bureau Chief and an Executive Secretary II.

This position develops and directs outreach and engagement programs to meet the external and internal communication needs of the Department. Designated as an advocate/spokesperson on programs, projects, and safety outreach this position deals with highly sensitive public and political issues. S/He oversees the design and implementation of outreach and engagement programs to attain the goals and objectives of the Department. The incumbent coordinates external and internal departmental communications by liaising with other departmental directors, regional engineers and public information sources to communicate department priorities. All public engagement activities must be cleared through this office to ensure timeliness, uniformity, and consistency with departmental policy. This position serves as one of the main contacts responsible for the dissemination of information pertaining to departmental programs and policies to the public, elected officials, business and civic leaders and organizations, other key stakeholders and the general public. The Bureau Chief is expected to exercise significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.

Typical problems involve engagement of local stakeholders to ensure a cohesive effort in supporting project, program and safety engagement needs of the Department. The greatest challenge of this position is the early identification of emerging issues and the development of the internal capability to respond in a timely and efficient manner.

The incumbent is personally responsible for assisting the Director in the day-to-day management of operations. S/He coordinates departmental administrative programs ensuring their basis on sound, consistent and equitable policies and procedures. This position promotes the efficient administration of programs designed to enable the Department to meet both short- and long-range goals and objectives. S/He analyzes

present and proposed administrative policies and procedures to ensure a sound basis for maximizing efficient departmental operations and coordinates and implements department-wide engagement programs.

This position serves as a representative for the Director in the resolution of sensitive problems directly related to OC operations and ultimately related to the achievement of departmental goals and objectives. This position analyzes strategic planning concerns as assigned by the Director through: identification of significant issues and incumbent personally coordinates in-depth investigations of sensitive programs, departmental objectives and concerns; analysis of potential impact on administrative programs and departmental operations; formulation of alternative strategies for resolution of problematic issues; and presentation of courses of action to resolve specific problems to protect both the interests of the OC and the Department. As a result of this directive, the assumption of the lead role in the implementation of new program initiatives or recommendations is also the responsibility of this position.

The incumbent accomplishes accountabilities independently and through the:

Communications Outreach Liaisons who coordinate outreach programs statewide.

Special Assistant to the Bureau Chief who liaises with other agencies and coordinates with local partners.

Executive Secretary II who assists with scheduling and organization of materials and meetings.

This position exercises wide latitude in decision-making; however, those decisions which hold major policy significance are referred to the Director. The incumbent is constrained by designated deadlines, state and federal statutes and departmental policies and procedures.

The incumbent has direct and frequent contact with all departmental offices regarding the numerous functions and programs affected by OC policies. Although s/he has day-to-day contact with the Secretary, Assistant and Deputy Secretaries, directors, regional engineers and bureau chiefs, this position must work with all staff levels. External contacts include the Department of Central Management Services, the Governor's staff, legislative staff members, the U.S. Department of Transportation, National Highway Transportation Safety Administration and the general public as well as media contacts. This position may represent the Director on committees, conferences, meetings and other special events. Travel is required.

The effectiveness of this position is measured by the degree of success of the Department's administrative process as well as the ability of the incumbent to gain the confidence and support of management staff to develop cooperation and cohesiveness to ensure the efficient implementation of directives.

PRINCIPAL ACCOUNTABILITIES

1. Provides accurate and comprehensive advice to the Director on administrative matters impacting the Department.
2. Develops and coordinates department-wide outreach and engagement strategies and programs to maximize the effectiveness of administrative functions in achieving departmental goals and objectives.
3. Assists the Director in implementing decisions and directives.

4. Conducts special projects as assigned by the Director and provides, timely, effective solutions to problems posing major impacts on departmental operations
5. Maintains effective liaison with groups and individuals with the Department to further promulgate policies.
6. Performs other duties as assigned. Ensures compliance with departmental safety rules and practices. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.